

OFFICE ASSISTANT – BOARD OF SELECTMEN

Definition:

Confidential administrative support assisting the office of the Board of Selectmen and Town Administrator to discharge the duties of the office and all other related work as required.

Supervision:

Works under the direct supervision of the Assistant to the Town Administrator, following department rules, regulations and policies. The employee works as instructed and consults with the supervisor on matters not specifically covered in guidelines or instructions.

Work Environment:

Work is performed in a quiet, professional office environment. Fluctuations in the workload cannot be anticipated and employee will be expected to work extra hours to meet deadlines.

The employee will have frequent interruptions, often handling multiple phone lines and communicating with employees and the public.

The employee has frequent contact with the Board of Selectmen, Department Heads, members of boards and committees, government agencies and the general public requiring discretion. Contacts are in person, by telephone, fax, e-mail, in writing and require excellent customer service skills.

The employee has regular access to a wide variety of confidential information, including personnel records, human resource issues and personal information about citizens.

Errors could result in delay, loss of services or repercussions.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Prepares paperwork for Committee and Board appointments, reappointments and resignations.

Prepares all related paperwork for insurance coverage for the town, including workers' compensation, automobile and general liability.

Prepares bills payable vouchers, payroll timesheets and vouchers and treasurer deposits.

Able to compose memos, spreadsheets and projects as assigned.

Assists with all functions of the employment process.

Performs secretarial duties including answering the phone, copying, faxing, scheduling meetings, scheduling appointments and filing.

Operates computer, printer, monitor, calculator, telephone, copier, fax machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

Consistent, regular attendance at the workplace is required.

Must communicate effectively with all office staff. All paperwork must be addressed and communicated within one business day of receipt.

Posts meetings, minutes, attends Board of Selectmen's meetings as needed, takes minutes and assists with preparation of Annual Town Meeting and material for the Annual Town Report.

Prepares, tracks and issues a variety of licenses and permits under the jurisdiction of the Board of Selectmen.

Employee must be organized and keep a clean, neat office environment.

Assists the general public and other town departments by telephone and in the office.

Works on special assignments including research and problem solving.

Assist in distributing and maintaining Human Resource policies and all employment records.

Employee must be able to maintain in the strictest of confidence information regarding personnel, procurement, negotiations, etc.

Performs similar or related work as required, or as the situation dictates.

Recommended Minimum Qualifications

Education & Experience:

High School Diploma and four years of office administration experience.

Knowledge, Ability and Skill:

Proficient in Microsoft Word and Excel. Working knowledge of offices practices, procedures and office equipment. Prefer employee have knowledge of municipal operations and town departments.

Ability to organize and maintain administrative records with accuracy. Ability to work with frequent interruptions efficiently. Deal effectively and cooperatively with town departments and the general public. Must be able to maintain confidential information. Employee must be able to work independently in some situations.

Physical Qualifications:

Minimal physical effort is generally required to perform duties under typical office conditions. The employee is frequently required to sit, talk, hear and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents, view a computer monitor and type at length. Employee may occasionally lift and/or move objects weighing up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.